



EXAMINATIONS OFFICER – FEBRUARY 2023

Ackworth School is looking to appoint an Examinations Officer to bring together all aspects of two processes as part of a streamlined service.

Previous experience is not necessary as full training will be given although experience in a role that requires high levels of compliance would be preferred. It goes without saying that you must be super organised to ensure that the examination process runs smoothly from start to finish.

Ideally, you will bring with you experience in examination processes in schools and have knowledge of school management information systems such as ISAMS or SIMS.

We are interested in hearing from candidates who can also take on the processing of pupil assessment data and produce reports for Heads of Department and the Senior Leadership Team. Full training will be provided for this as we will be implementing new software.

If this sounds like an ideal match, apply by submitting a school support staff application form which can be downloaded from the school's website. Sorry, we do not accept CV's.
<https://www.ackworthschool.com/staff/careers/>

We are happy to discuss the role in more detail and we welcome visits from potential applicants.

In return we offer:

A minimum salary of £23,500 FTE. Please note that this can be a full-time role that can be all year round, term time only or something in between. To be full time, the candidate will be expected to take on the data assessment aspects.

- a competitive salary and generous fee remission of 50% for the children of our staff.
- all food and refreshments during the working day.
- access to sports facilities, new fitness suite and pool.
- free on-site parking.
- flexible pension and health benefits.
- a supportive and friendly environment based on the Quaker ethos of the school.
- a committed parent community which plays an active part in the school.
- a beautiful working location in an ideal location within easy travelling distance of the main centres of Sheffield, Leeds, Doncaster and York.

Applications should be sent to jobs@ackworthschool.com

Closing Date: Tuesday 17th January 2023 at 9.00am

Interviews will be held the following week.

Please take time to read the school's recruitment process document in order that you are clear about the process and expectations in line with safer recruitment. Applicants should read carefully the

Recruitment, Selection and Disclosure Policy. Our recruitment privacy notice is also available on our website within "Working For Us". Please take time to read the school's recruitment process document in order that you are clear about the process and expectations in line with safer recruitment.

Ackworth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service. Applicants should also be in sympathy with the School's Quaker ethos.

Candidates are required to complete a school application form as part of the process. This can be downloaded from the website at www.ackworthschool.com. CV's cannot be accepted. Further details are on the school's website.

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